

# **Local Government Match Program – Tree Partnership FY 2009/2010**

**A Funding Opportunity for  
Cities & Counties in the Jurisdiction of the  
South Coast Air Quality Management District**

## **Program Announcement & Application PA2009-11R**

**October 2, 2009**



DATE: 10/2/2009

TO: Local Government Official

FROM: Barry R. Wallerstein, D.Env., Executive Officer

SUBJECT: AQMD Tree Partnership Matching Fund - Program Announcement

The South Coast Air Quality Management District is pleased to re-open a tree planting funding opportunity for cities and counties. This opportunity, entitled the Tree Partnership, offers match funding towards qualifying tree planting projects. The goals of this program are to increase the benefits trees provide in reducing criteria and toxic air pollutants along with greenhouse gases. This program also helps to provide temporary employment opportunities for students, community educational outreach, and aesthetic benefits trees provide. All cities and counties within the jurisdiction of the South Coast AQMD are eligible to apply for funding through the Tree Partnership. Cities and Counties that previously submitted applications may re-submit an application during this opening.

The South Coast AQMD staff is available to assist applicants during the preparation of their Tree Partnership applications. Please refer to Section I of the Program Announcement for a list of contacts.

On behalf of the staff of the South Coast AQMD, we look forward to working with you to develop tree planting projects for your community.

## **SECTION I: PROGRAM INTRODUCTION**

As part of the South Coast Air Quality Management District's (AQMD) Chairman's initiatives for 2009, the AQMD is pleased to re-announce a funding opportunity available to cities and counties for additional tree planting projects within the South Coast Air Basin. The Local Government Match Program - Tree Partnership (Tree Partnership) offers to co-fund additional tree planting projects implemented by cities and counties. The AQMD will partner with local cities and counties to provide a "funding match" towards qualifying tree planting projects. A total funding amount of \$813,300 is expected to be available from the AQMD for the Tree Partnership during this application acceptance period.

The primary goal of the Tree Partnership is to assist cities and counties within the South Coast Air Basin to provide additional tree planting within their communities, educational facilities or other public land areas controlled by the city or county. Urban trees provide air quality benefits by reducing criteria pollutants such as ozone, providing a large surface area to intercept particulate matter, helping remove greenhouse gases, and lowering energy costs for nearby buildings. The Tree Partnership encourages employing students and providing community education as parts of the tree planting projects. By increasing the amount of trees planted within the South Coast Air Basin, the AQMD is working to reduce criteria pollutants and greenhouse gases along with providing communities aesthetic benefits from trees.

All cities and counties within the jurisdiction of the South Coast AQMD are eligible to participate in the Tree Partnership. Applications will be accepted beginning October 2, 2009 and will close on November 6, 2009 at 5:00 pm.

AQMD contributions under the Tree Partnership are a match against local public funds and in-kind support applied towards approved tree planting projects.

The Tree Partnership is not a traditional competitive process. Funding will be distributed, in-part, to the most cost efficient applications that also satisfy specified project requirements. Funding is limited, so the availability of match funds cannot be guaranteed.

## I.A. PROGRAM SCHEDULE

The AQMD Tree Partnership will be conducted in accordance with the timeline illustrated in Table I.A-1, below. Applications may be submitted beginning Friday October 2, 2009 and will be accepted until no later than 5:00 pm November 6, 2009. **Any applications received by the South Coast Air Quality District after 5:00 pm on November 6, 2009 will be considered late and not reviewed for potential funding.**

**Please note that faxed or e-mailed applications will not be accepted.**

**Table I.A-1 Key Program Dates**

<b>Tree Partnership Program Event</b>	<b>Date</b>
Program Announcement & Application Release	October 2, 2009
Applicant Workshops	October 16, 2009
Earliest Period for Application Submission	October 2, 2009
Application Closing Date	November 6, 2009 at 5:00 pm

**Subject to available funding AQMD may reopen the program announcement.**

## I.B. APPLICANT WORKSHOPS

Applicant Workshop for the Tree Partnership will be held on October 16, 2009 at the South Coast AQMD room CC2 at 10:00 am. **Please note that attendance at the applicant workshop is voluntary.** The purpose of the workshop is to provide clarification regarding this Program Announcement & Application package, and answer general questions regarding application preparation. In addition, the applicant workshops will provide a forum to address individual application preparation issues and provide one-on-one guidance to potential participants. The location and time for the applicant workshops are as follows:

Date:	October 16, 2009
Time:	10:00 a.m.
Location:	South Coast AQMD Headquarters Conference Room CC2
Address:	21865 Copley Drive Diamond Bar, California 91765

In addition, AQMD staff members are available to answer questions and provide guidance during the application acceptance period. Please refer to Section I.F. of this document for a list of AQMD staff contacts.

## **I.C. PARTICIPATION GUIDELINES, REQUIREMENTS, & CONDITIONS**

The Tree Partnership Program has been designed to make the application and participation requirements relatively simple for eligible applicants. However, to ensure the Tree Partnership conforms to all applicable AQMD regulations and to achieve the goals of the Tree Partnership; the following requirements and conditions have been established:

1. **Eligibility Requirements** – Only cities and counties in the South Coast Air Quality District jurisdiction area are eligible to submit an application. In addition, the contracting entity for the project must be the city or county government who submitted the application. Participation by other agencies, organizations or private businesses is allowed, but would be handled through separate subcontracts or agreements with the funded applicant. Please be aware that the applying city or county is solely responsible for the performance of any contract under the Tree Partnership. **An applicant previously submitting an application that was not previously funded may resubmit a completed application. This may include submitting the same project with minor alterations to make the proposal more competitive or acceptable under the requirements of this announcement.**
2. **Project Teaming** - Teaming by cities and/or counties will be allowed. Please note that a lead team member must be designated for the purpose of application submittal and contracting. If desired, multiple cities and/or counties may form a Joint Powers Authority (JPA) or other agreement for the purpose of application submittal and contracting. Please note that all members of the JPA or agreement must meet the eligibility requirements. A letter designating the lead government agency and authorizing such agency to act on behalf of their interests must be submitted from each participating city and/or county as an element of the project application.
3. **Earliest Date for Tree Partnership-Funded Project to Commence** – The earliest date work on a tree planting project can commence and be potentially eligible for match funding through the AQMD Tree Partnership is October 2, 2009. Any expenditure made in anticipation of an award through the Tree Partnership and prior to execution of a contract is solely at the proposer's risk. If no Tree Partnership contract is executed, the South Coast AQMD is not liable for payment of any funds expended in anticipation of a contract. Please note that in the event a contract is executed, reimbursement for any costs incurred by the proposer in anticipation of the contract is at the discretion of the South Coast AQMD.
4. **Funding Availability** - A funding amount of \$813,300 is available from the AQMD for the Tree Partnership during this application period. Funding is available to applicants proposing qualifying projects and will be distributed

according to guidelines set forth in this program announcement. Funding is limited, the availability of match funding cannot be guaranteed. The total funding amount may be increased or decreased at any time.

5. **“Additionality”**- Under the Tree Partnership only tree planting projects that are considered “additional” will be funded. Planting projects that would have occurred regardless of this announcement will not be considered for matching funds. The definition of additional may include the replacement of existing dead or diseased trees if it can be shown that this would not have occurred without the help of this announcement.
6. **Definition of Local Funds** – For the purpose of the Tree Partnership, “Local Funds” are defined as revenues or other public money that is generated at the local jurisdictional level, including but not limited to local sales tax, and local fees and assessments. Local Funds may include State or Federal funding allocations and grants, or other revenues that are not locally generated. **Local Funds do not include other South Coast AQMD funding awards or funding money awarded from another source for tree planting.**
7. **Tree Types and Maintenance Requirements** – Trees planted under this program announcement are required to be native species to California, have low biogenic volatile organic compound (VOC) emissions, and be of a minimum size that requires at least a 15-gal bucket and a maximum size of a 24” box. The trees must be appropriate for the region where they will be planted, and will receive maintenance after planting. Under this announcement, two years of maintenance is the most allowable in determining project costs and additional points will be given for the percentage of drought tolerant trees within the project. A list of trees appropriate for use in this program is provided in Appendix A. Proposed projects may request trees not listed in Appendix A, however, these must be approved by the AQMD prior to funding. Proposed trees should include documentation showing they are native to California, whether they are drought tolerant, have low biogenic VOC emissions and are appropriate for the region in which they will be planted. The AQMD may utilize outside experts in determining if proposed trees are appropriate.
8. **In-Kind Support** - The Tree Partnership can provide matching funds for “In Kind Support”. In-Kind support includes, but is not limited to, student stipends, training, public outreach, etc.
9. **Equipment and Supplies** - Due to limited funds under this announcement, the AQMD is restricting the amount of money available that can be used under this program for equipment and supplies. Supplies might include rental equipment, costs associated with use of existing equipment, concrete, stakes and wire to support newly planted trees, and irrigation parts. Supplies may be included up to a maximum of \$10,000 of the requested matching amount from AQMD. However, the purchase and delivery of trees should not be considered under

equipment and supplies. Equipment purchases such as shovels, hammers, or other tools totaling an amount greater than \$500 will not be matched under this announcement.

10. **Project Siting** - Tree planting projects under the Tree Partnership must occur on lands owned by government or public agencies. Proposed trees for the planting project must be appropriate for the area. For instance, projects being conducted within the desert climates must have low water consumption and plant trees able to withstand extreme weather and intense sunlight. Other considerations should also be taken into account, such as low sunlight areas and potential negative effects trees may have. This might include planting trees near a business with solar panels or tree droppings that may present safety hazards.
11. **Funding Limits** - The AQMD may establish a Funding Limit for each City or County within the AQMD jurisdiction based upon responses to this announcement. A funding set-aside might be necessary to provide funding to several government agencies and ensure tree planting projects are geographically distributed throughout the South Coast Air Basin. If forming a Partnership, each government agency within the Partnership will have their Funding Limit added to the overall amount being requested as long as an entity within the Partnership has not submitted a Tree Partnership application. If a funding limit is necessary, applicants over the funding limit will be notified and allowed to resubmit a project budget. In addition, if the program is undersubscribed the AQMD may choose to re-open this program announcement.
12. **“Front-Funds”** – Tree Partnership match funds will be distributed on a Reimbursement Basis upon completion of the approved project and submission of all required reports and invoices. However, “Front-Funds” may be requested if they are needed to ensure the success of the program. The applicant may request up to 20% of the requested matching funds upfront. Deciding to provide upfront funds is at the discretion of the AQMD and will be decided on a case by case basis.
13. **Reporting Requirements** – The reporting requirements established for the Tree Partnership are intended to ensure adequate monitoring of the use of matching funds, while avoiding the imposition of excessive reporting burdens on the funding recipients. Individual reporting requirements will be a function of the tree project proposed and outlined in the contract established between the AQMD and awardee.
14. **Project Completion Deadlines** – All tree planting must be 100% completed within 12 months of contract execution.
15. **Student Employment:** A goal of the Tree Partnership is to provide employment opportunities for students. Funds provided by the AQMD for tree planting projects are encouraged to include temporary employment of students. Students

may be useful in developing community outreach/education programs, selecting trees from nurseries, site preparation, recordkeeping, planting trees, etc. **The safety of students along with other members of the tree planting projects must be a priority and proper training should be given when necessary.**

**16. Promotion and Education Requirements:** Funding recipients under the Local Government Tree Partnership are required to perform public outreach to promote their tree planting co-funded project. Acceptable outreach may include, but is not limited to, notices included in city/county mailings, newspaper notices, flyers, information items at council meetings and community events, etc. Some outreach material may include job announcements at schools advertising the part time jobs available. Outreach material must include the South Coast AQMD as being a cosponsor of the program. **Prior to being distributed, all Tree Partnership promotional material must have approval of the South Coast AQMD.** This may be done by contacting the South Coast AQMD staff provided in Section I.F. Educational components may include involving volunteers in the tree planting programs, outreach materials with educational components addressing the benefits of the tree planting project, community meetings about benefits trees provide, providing education programs to local schools, etc..

**17. Audit Requirements** – All projects funded are subject to audit. It is highly recommended that applicants employ standard government accounting practices when administering their Tree Partnership co-funded project.

**18. Additional Conditions on Tree Partnership Match Funding**

- Tree planting projects developed through the Tree Partnership may not be used to create greenhouse gas offsets;
- Matching funds over and above the original contract amount will NOT be available for any reason, including project cost overruns. Applicants must use sources other than AQMD funds to cover foreseen or unforeseen project cost increases;
- AQMD match funds provided under the Tree Partnership are not intended to fund existing staff salaries. Some project management costs may be included, however, the AQMD reserves the right to reduce or delete project management costs that appear excessive or unnecessary;
- All applicable federal, state, and local laws or restrictions apply to projects proposed or undertaken under this announcement;
- Other pertinent criteria not defined within this announcement may also be used when deemed necessary.

## **I.D. APPLICATION SUBMITTAL INSTRUCTIONS**

A Project Application must be completed and submitted to participate in the Tree Partnership Program. The necessary forms for each category are included in Section IV of this document. Applications must be submitted in accordance with the instructions outlined below and all requested information must be supplied.

### **1. Application Elements** - All applications must contain the following:

- a) **Cover letter** - Transmittal of the application must be accompanied by a cover letter affirming that the lead government entity has approved the proposed project. The letter must be signed by the person(s) authorized to contractually bind the proposing entity.

For joint applications (from more than one city and/or county) the applicant must include a statement confirming authorization to act on behalf of the other co-applicants. The applicant must include a letter of support, including contact name and telephone/fax number, from all proposing entities of a joint application.

- b) **EXHIBITS A-D** - Applications must include the following completed EXHIBITS, including all required attachments and supporting documentation as requested:

- EXHIBIT A: Applicant Information
- EXHIBIT B: Project Description/Statement of Work
- EXHIBIT C: Project Budget
- EXHIBIT D: Project Implementation Schedule

- 2. **Application Submittal Instructions** - All applicants must submit one (1) original application and three (3) copies (total of four) in a sealed envelope, marked in the upper left-hand corner with the name and address of the applicant and the words "PA2009-11, Local Government Match Program – Tree Partnership". The original application should be submitted unbound on white, 8 ½" x 11" paper. When possible, any charts, illustrations, pictures, etc. should be affixed to standard size paper to facilitate reproduction.

All applications should be directed to:

Procurement Unit  
Tree Partnership  
South Coast Air Quality Management District  
21865 Copley Drive  
Diamond Bar, CA 91765

**Please note that faxed or e-mailed applications will not be accepted.**

Once submitted, applications cannot be altered without the prior written consent of AQMD. The AQMD reserves the right to reject any or all applications. All responses become the property of AQMD and one copy of the application will be retained for AQMD files.

3. **Application Screening** - Applications received in response to the Local Government Tree Partnership Program Announcement will be screened.

Immediate Grounds for Rejection –An application may be immediately rejected if:

- Proposed project is not sponsored by an eligible city or county government body;
- The cover letter is signed by an individual not authorized to represent the government body;
- Applications are incomplete and do not contain all requested information delineated in Section I.E.

4. **Application Evaluation and Approval Process** – Applications that do not comply with the stipulated requirements will not be reviewed for funding. Only applications received that comply with requirements set forth in this announcement will be deemed acceptable. During the selection process, the AQMD reserves the right to contact the applicant for clarification purposes only. No new material will be permitted.

- Applications will be reviewed for awarding of funds by a panel of three to five AQMD staff members. The panel will be appointed by the Executive Officer or his designee. The evaluation panel may also include outside public sector or academic community expertise.

- Applications will be reviewed according to the following point criteria:

65 points:  $\frac{\text{(Funding Request from AQMD)}}{\text{(\# of Trees to be Planted in Project)}}$

35 points:  $\frac{\text{\# of Temporary Students Employed for Project and Total \# of Student Hours to be used}}{\text{}}$

10 extra points: Percent of trees in project that are drought tolerant

-Applications will be ranked by score based on the above criteria. Higher points will be given to projects planting the most trees relative to the funds being requested and hiring students. The top scoring proposals will be further evaluated to identify that every aspect of the Tree Partnership will be correctly addressed in the proposed project. Applications not meeting the requirements of the Tree Partnership will be rejected.

-Proposed projects will then be identified geographically to ensure projects do not overlap and to provide geographic diversity of projects within the South Coast Air Basin. If further geographic diversity is needed, the highest rating proposals within each county will be selected. Geographic review of proposed projects may include further reviewing the proposed trees to be planted ensuring they are appropriate for the region.

It is anticipated the Executive Officer will make recommendations to the AQMD governing Board for funding projects at the December 4, 2009 Governing Board meeting. Upon approval of selected projects by the Board, all applicants will receive notice by mail whether their project application has been awarded funds. The AQMD staff will prepare a contract for execution by the applicant for approved projects. The applicant will be required to enter into a contract with the AQMD to receive any funds. The time period from AQMD approval, to contract execution is anticipated to be within sixty (60) days.

### **I.E. APPLICATION PREPARATION OVERVIEW**

In an effort to reduce the paperwork burden on applicants and ensure an efficient review process, a template-based application format has been developed for Tree Partnership applications.

Should questions arise during the application preparation, please contact an AQMD staff representative as listed in Section I.F.

The forms included in the following Exhibits should be completed by the applicant and submitted in accordance with the instructions provided in Section I.D.2, "Application Submittal Instructions". The exhibits are briefly summarized as follows:

- Cover Letter, signed by an individual authorized to contractually bind the submitting entity;
- Exhibit A, "Applicant Information", requests general information from the applicant. This information is to be provided in the designated spaces on the template;
- Exhibit B, "Project Description/Statement of Work", requests that the applicant provide a Project Description/Statement of Work delineating: a) project goals and objectives; b) statement of work; and c) project end products;
- Exhibit C, "Project Budget", requests a cost breakdown of the proposed project including: Total Project Cost; "Local Funds"; Amount Requested from Tree Partnership, and "Front-Funds" Requested;
- Exhibit D, "Project Implementation Schedule", requests the submittal of a schedule depicting key project milestones, task completion dates, etc. Please note that all projects must be completed no later than 12 months from the date of contract execution.

If awarded Tree Partnership match funds, the attached Cover Letter, Exhibits A-D will become integral elements of the contract between the applicant and the AQMD.

#### **I.F. IF YOU NEED HELP**

AQMD staff members are available to answer questions during the application acceptance period.

- For General, Administrative, or Contractual Questions, please contact:

Dr. Aaron Katzenstein, Program Supervisor

Phone: 909-396-2219

FAX: 909-396-3252

E-mail: [Akatzenstein@aqmd.gov](mailto:Akatzenstein@aqmd.gov)

Dr. Yifang Zhu, Air Quality Specialist

Phone: 909-396-2459

FAX: 909-396-3252

E-mail: [Yzhu@aqmd.gov](mailto:Yzhu@aqmd.gov)

## SECTION II: TREE PLANTING PROJECT FORMS

### II.A. EXHIBIT A - APPLICANT INFORMATION

(Return this page as part of your Tree Partnership application along with Cover Letter)

A. Please provide the following applicant information in the space provided.

Applicant (Government Entity, Not Contact Person): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

County Applicant is Located: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

B. Please answer the following questions:

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| 1. Will the tree project occur within the boundaries of the South Coast AQMD jurisdiction?                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are you submitting a Joint Application with other Cities/Counties (if no, skip to question 6)?          | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. If "Yes", are you authorized to act of behalf of all participants?                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Please provide the names of all other project participants.<br>(attach additional page(s) if necessary) |                          |                          |
| a) _____   |                          |                          |
| b) _____   |                          |                          |

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| 5. If you answered "Yes" to questions 1 and 2, above, have you attached a letter from each entity designating a lead agency and authorizing that agency to act on behalf of the other participants? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Total tree planting project cost (copy from Exhibit C, line 8): _____  |                          |                          |
| 7. Amount Requested from Tree Partnership (copy from Exhibit C, line 12): _____   |                          |                          |
| 8. "Front-Funds" requested, if any (copy from Exhibit C, line 13): _____  |                          |                          |

## **II.B. EXHIBIT B – PROJECT DESCRIPTION/STATEMENT OF WORK**

(Attach additional page(s) if necessary – Limit responses to no more than 1 or 2 pages per question)

- A. ADDITIONALITY: Please describe how the tree planting project is additional (paragraph 5, Section i.C).
- B. PROJECT ORGANIZATIONAL STRUCTURE: Please describe the proposed Project Organizational Structure, including: a) description of the agency implementing the project, b) roles and responsibilities of each additional participating jurisdiction; c) use of subcontractors, if any; d) duties of key project staff, including Project Manager and Temporary Employed Students; and e) Description of work any volunteers will perform.
- C. Please attach an 8 ½" x 11" map showing the location(s) of the proposed tree planting project area(s).
- D. Project Readiness - Please describe the time frame for project implementation and any anticipated barriers to project completion.
- E. Provide a brief description of how the trees listed in the following tables are appropriate for the region they will be planted (i.e. desert communities require heat and draught tolerant trees). Also discuss if they are appropriate for area they will be planted (i.e. roadside trees should not release fruit).

## II.B. EXHIBIT B – Tree Planting Project Information Continued

Trees to be Planted Under this Project - Trees planted under the Tree Partnership are anticipated to be from the list found in Appendix A. If a project requests trees other than those listed in Appendix A, please list trees within Table-II.B-2 and provide documentation showing the trees have low biogenic emissions and are appropriate for the region. Approval for these trees must be granted by the AQMD Executive Officer (Section I.C.). Use multiple pages if needed.

**Table II.B-1. List of Trees and Tree Purchase Costs (Trees listed must be from Appendix A)**

Type of Trees to be Planted	# of Trees	Cost for Trees	Check if Drought Tolerant
Example: Torrey Pine	50	\$2,000 (\$40 per tree)	✓
<b>Total (# of Trees and Cost for Trees)</b>			

## II.B. EXHIBIT B – Tree Planting Project Information Continued

**Table II.B-2. Requested List of Trees and Purchase Costs.** Trees Listed in Table II.B-2 are **Not Listed in Appendix A.** Include supporting information showing listed trees have low biogenic VOC emissions, are California native species, and drought tolerant.

Type of Trees to be Planted	# of Trees	Cost for Trees	Check if Drought Tolerant
Example: Torrey Pine	50	\$2,000 (\$40 per tree)	✓
<b>Total (# of Trees and Cost for Trees)</b>			

## EXHIBIT C - PROJECT BUDGET

Please provide the following Tree Planting Project Costs by Category:

PROJECT COSTS BY FUNDING CATEGORY	AMOUNT
1. SUM OF TREE COSTS FROM TABLE-II.B-1 IN SECTION II.B:	\$ _____
2. SUM OF TREE COSTS FROM TABLE-II.B-2 IN SECTION II.B (IF ANY):	\$ _____
3. COSTS FOR TREE MAINTANENCE (see paragraph 7, section I.C.):	\$ _____
4a. EQUIPMENT	\$ _____
4b. SUPPLIES (paragraph 9, section I.C.):	\$ _____
5. PROMOTIONAL AND EDUCATIONAL OUTREACH EXPENSES (paragraph 16, section I.C)	\$ _____
6. PROJECT LABOR COSTS FOR TEMPORARY STUDENT WORKERS: # OF STUDENTS TO BE HIRED: _____ _____ TOTAL LABOR HOURS x _____ \$/HOUR =	\$ _____
7. OTHER DIRECT COSTS, INCLUDING SUBCONTRACTORS:  _____ \$ _____ _____ \$ _____ _____ \$ _____ TOTAL OTHER DIRECT COSTS:	\$ _____
8. TOTAL PROJECT COST:	\$ _____
9. ADDITIONAL PROJECT CO-FUNDING FROM OTHER SOURCES (IF ANY):	\$ _____
10. "LOCAL FUNDS" PROJECT AMOUNT PROVIDED BY CITY/COUNTY:	\$ _____
11. In-Kind Support (Please include details on a separate page):	\$ _____
12. MATCHING AMOUNT REQUESTED FROM TREE PARTNERSHIP:	\$ _____
13. "FRONT-FUNDS" REQUESTED if any, (Attach separate page describing why "front-funds" are needed and what they will be used for (paragraph 12, section I.C)):	\$ _____

## EXHIBIT D - PROJECT IMPLEMENTATION SCHEDULE

Please provide, either in the space outlined below or separate attached sheet, a Milestone Schedule for your proposed tree planting project. The schedule should include anticipated start and completion dates for each task, activity, or milestone identified in Exhibit B, "Project Description/Statement of Work". This section will be used in establishing tasks to be completed within a final contract for awardees.

The format requirements for the Project Implementation Schedule are flexible. A template is provided below:

PROJECT MILESTONE	START DATE	COMPLETION
Example: Task 1 – Site Identification and Preparation	July, 23, 2009	3 months

### SECTION III: APPLICATION CHECKLIST

#### DID YOU REMEMBER TO...

- ☐ Attach a Cover Letter signed by an individual authorized to contractually bind the submitting entity?
- ☐ Complete and attach Exhibit A, "Applicant Information"?
- ☐ Complete and attach Exhibit B, "Project Description/Statement of Work"?
- ☐ Attach an 8 ½" x 11" Site Map/Plan to Exhibit B, if applicable?
- ☐ Complete and attach Exhibit C, "Project Budget"?
- ☐ Attach Exhibit D, "Project Implementation Schedule", to your application? Are all requested Project Milestones identified on your schedule?
- ☐ Prepare one original application plus three (3) copies, for a total of four. Did you verify the correct mailing address?

## Appendix A: Preferred California Native Trees

(\* Asterisk Indicates Drought Tolerant)

1	<i>Abies concolor</i>	White Fir
2	<i>Abies grandis</i>	Lowland Fir
3	<i>Abies magnifica</i>	Red Fir
4	<i>Abies procera</i>	Noble Fir
5	<i>Acer circinatum</i>	Vine Maple
6	<i>Acer glabrum</i>	Mountain Maple
7	<i>Acer macrophyllum</i>	Bigleaf Maple
8	<i>Acer negundo</i>	Box Elder
9	<i>Celtis reticulata</i>	Netleaf Hackberry *
10	<i>Cercidium flordum</i>	Blue Palo Verde *
11	<i>Calocedrus decurrens</i>	California Incense Cedar *
12	<i>Chamaecyparis lawsoniana</i>	Port Orford Cedar
13	<i>Fraxinus dipetala</i>	Foothill Ash
14	<i>Fraxinus latifolia</i>	Oregon Ash
15	<i>Fraxinus velutina</i>	Arizona Ash; Velvet Ash
16	<i>Juglans californica</i>	California Walnut
17	<i>Lyonothamnus floribundus</i>	Catalina Ironwood
18	<i>Olivea tesota</i>	Desert Ironwood*
19	<i>Picea sitchensis</i>	Sitka Spruce
20	<i>Pinus albicaulis</i>	Whitebark Pine
21	<i>Pinus attenuata</i>	Knobcone Pine
22	<i>Pinus balfouriana</i>	Foxtail Pine
23	<i>Pinus contorta</i>	Beach Pine, Lodgepole Pine
24	<i>Pinus coulteri</i>	Coulter Pine
25	<i>Pinus edulis</i>	Pinyon Pine
26	<i>Pinus jeffreyi</i>	Jeffrey Pine
27	<i>Pinus flexilis</i>	Limber Pine
28	<i>Pinus lambertiana</i>	Sugar Pine
29	<i>Pinus monophylla</i>	Singleleaf Pinyon Pine
30	<i>Pinus monticola</i>	Wester White Pine
31	<i>Pinus muricata</i>	Bishop Pine
32	<i>Pinus ponderosa</i>	Ponderosa Pine
33	<i>Pinus quadrifolia</i>	Fourleaf Pinyon, Parry Pinyon *
34	<i>Pinus radiata</i>	Monterey Pine
35	<i>Pinus sabiniana</i>	Foothill Pine
36	<i>Pinus torreyana</i>	Torrey Pine *
37	<i>Platanu racemosa</i>	California Sycamore
38	<i>Prunus subcordata</i>	Sierra Plum; Klamath Plum
39	<i>Prunus virginiana</i>	Choke Cherry
40	<i>Prunus ilicifolia</i>	Catalina Cherry *
41	<i>Pseudotsuga macrocarpa</i>	Bigcone Douglas Fur
42	<i>Pseudotsuga menziesii</i>	Douglas Fir
43	<i>Quercus douglasii</i>	Blue Oak *
44	<i>Quercus engelmannii</i>	Engelmann Oak *
45	<i>Quercus lobata</i>	Valley Oak
46	<i>Quercus Kelloggii</i>	California Black Oak
47	<i>Sequoia sempervirens</i>	Coast Redwood

48	<i>Tsuga heterophylla</i>	Western Hemlock
49	<i>Tsuga mertensiana</i>	Mountain Hemlock
50	<i>Umbellularia californica</i>	California Laurel
51	<i>Washingtonia filifera</i>	California Fan Palm *
52	<i>Yucca brevifolia</i>	Joshua Tree *